

ANNUAL TRAINING SCENARIOS (Exception to Policy Required)

1. **Requests where the training requirement (410 screen) creation date is less than 30 days prior to the requested report date**, an exception to policy is required. Requests for exception to policy must be sent via e-mail to mo-ima@arpstl.army.mil, along with the following information:

- a. Soldier's name.
- b. Soldier's SSN.
- c. Requested start date.
- d. Number of days requested.
- e. Justification why it is being submitted with a training requirement created less than 30 days prior to the requested start date.

2. **Requests for AT Periods between 13 and 19 days, inclusive**, require an exception to policy (excluding Soldiers with home addresses on AORS that would require travel between CONUS & OCONUS). Commands participating in command or mobilization exercises requiring the presence of an IMA soldier exceeding the normal 12-day AT period may request an exception to policy from AHRC-PLS-I for up to 19 days. Requests for exception to policy must be sent via e-mail to: mo-ima@arpstl.army.mil, along with the following information:

- a. Soldiers rank, full name, and SSN
- b. Requested start date.
- c. Number of days requested.
- d. Short description of the soldier's duties.
- e. Justification why the request is submitted with a training requirement created less than 30 days prior to the report date, if applicable.
- f. Justification supporting the need for the Soldier to perform additional AT days. Justifications should state that the Soldier would:
 - (1) Support a command or mobilization exercise; please include the name, location, and mission of the exercise.
 - (2) Be provided a valuable training opportunity
 - (3) Support the global war on terrorism

3. **Requests for AT periods between 20 and 29 days, inclusive**, require an exception to policy. Coordination between the agency and Soldier should ensure these requests are submitted for exception prior to the desired report date. However, requests for extension to current AT orders will be considered if sufficient justification is submitted for the additional days and the late submission. Requests for exception to policy must be sent via e-mail to: mo-ima@arpstl.army.mil, or faxed to AHRC-PLS-I, 314-592-0414. It must be:

- a. In memo format, signed by the IMA Coordinator or authorized representative and addressed to: Commander, HRC-STL (AHRC-PLS-I), 1 Reserve Way, St. Louis, MO 63132-5200.
- b. Sent through your entire chain of command.

ANNUAL TRAINING SCENARIOS (Exception to Policy Required)

- c. Submitted a minimum of 60 days prior to the requested report date.
- d. Include the following information:
 - (1) Soldiers rank, full name, and SSN
 - (2) Requested start date
 - (3) Number of days requested and whether it is a request for 20-29 days or a request to extend current orders
 - (4) Short description of the soldier's duties
 - (5) Geographic location of the requested AT. Please indicate if the location is somewhere other than the geographic location of the soldier's unit of assignment (home station). Soldiers performing AT away from home station require approval from their assigned agency, requiring the memo to go thru the Soldier's assigned agency.
 - (6) Justification why the request is submitted with a training requirement created less than 30 days prior to the report date, if applicable.
 - (7) Justification supporting the need for the Soldier to perform additional AT days. Justifications should state that the Soldier would:
 - (a) Support a command or mobilization exercise; please include the name, location, and mission of the exercise.
 - (b) Be provided a valuable training opportunity
 - (c) Support the global war on terrorism.

4. **Requests for 2d and/or Fragmented ATs**, require an exception to policy. Submission requirements for these requests are the same as stated in paragraph 3 above. Requests for fragmented AT (periods less than 12 days) require substantial justification because of the added cost to the government for travel and must be signed by the first GO or equivalent in the chain of command.

5. **Soldiers may never exceed 29 days AT in a FY.**

6. IMA soldiers performing AT are NOT to be used to meet an organization's peacetime manpower shortages or to perform routine peacetime administrative and organizational missions. You should seek augmentation through use of ADSW or TTAD. Specific policies and procedures governing the use of ADSW and TTAD are found in AR 135-200 and AR 135-210 respectively.

7. The IMA Team, AHRC-PLS-I, processes requests for exception to policy as quickly as possible; usually rendering a decision via e-mail within 3 workdays if all required information is provided. We try to support as many of these requests as our budget will allow.

Please Note: **To prevent unnecessary requests for exception to policy due to report dates less than 30 days** from the training requirement creation date, you should follow the procedure below:

If you have an approved DA 1058-R and DA 7349-R, create the training requirement immediately even if you are not ready to create/transfer the RFO. (For example, the Soldier may be pending an update to their physical/security clearance or pending the outcome of a request for exception to policy). In those and similar cases, you should create the training requirement (establishing the training requirement date more than 30 days out) and then create/transmit the RFO whenever the "problem" is resolved.